

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: 9/15/04

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

AGENDA ITEM WORDING: Approval of URS Purchase Service Order to update/revise the Key West International Airport Certification Manual, to FAR 139 requirements.

ITEM BACKGROUND: This project will be funded 95% by the Federal Aviation Administration, and 5% by PFC Revenue

PREVIOUS RELEVANT BOCC ACTION: Approval to submit PFC Application # 7, February 19, 2003.

CONTRACT/AGREEMENT CHANGES: New agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$26,370.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, PFC Revenue

COST TO PFC: \$1,318.50

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing N/A

Risk Management N/A

DIRECTOR OF AIRPORTS APPROVAL



Peter J. Horton

DOCUMENTATION: Included X

To Follow

Not Required

AGENDA ITEM #

C10

DISPOSITION: _____

/bev
APB

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 360 days

Contract Purpose/Description: Update/revise the Airport Certification Manual, to FAR 139 requirements

Contract Manager: Bevette Moore
(name)

5195
(Ext.)

Airports - Stop # 5
(Department/Courier Stop)

for BOCC meeting on: 9/15/04

Agenda Deadline: 8/31/04

CONTRACT COSTS

Total Dollar Value of Contract: 26,370.00

Current Year Portion: ~ 1,000.00

Budgeted? Yes

Account Codes: 404-63098-560640-GAKA95

Grant: Yes - FAA

County Match: PFC Revenue

ADDITIONAL COSTS

Estimated Ongoing Costs: N/A
(not included in dollar value above)

For: .
(eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>8/20/04</u>	() <input checked="" type="checkbox"/>	<u>PJH</u> Peter Horton	<u>8/20/04</u>
Risk Management	<u> / / </u>	() ()	<u>N/A per OMB</u> for Risk Management	<u> / / </u>
O.M.B./Purchasing	<u> / / </u>	() ()	<u>N/A per OMB</u> for OMB	<u> / / </u>
County Attorney	<u> / / </u>	() ()	<u>Pedro Mercado</u> County Attorney	<u>8/18/04</u>

Comments: _____

PURCHASE / SERVICE ORDER

FOR

MONROE COUNTY

To: URS

Purchase Service Order No. 03/04-39

Re: PSA Agreement, Dated 1-1-02

Resolution No. _____

Project Name: EYW- Part 139 Certification Manual Revision

Description of Services:

(See attached Statement of Services)

Multiple of Direct Salaries _____

Lump Sum X

Reimbursable Expense _____

Days to Complete 360

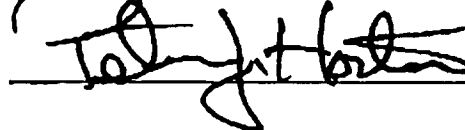
Fee this Service Order \$ 26,370.00

Payment for Services shall be in their entirety as per PSO.

Prepared by:

Recommended by:


Milford A. Reisert



Date: 8-5-04

Date: 8-10-04


Accepted by:

Approved by:


Carlos Garcia

Date: 8/6/04

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
ATTORNEY'S OFFICE
DATE 8/18/04

Date: Wednesday, June 23, 2004

Mr. Mil Reisert, Consultant
URS
7650 Corporate Center Drive
Suite 400-4001
Miami, FL 33126-2053

Statement of Work and Qualifications

Subject: UPDATE / REVISE AIRPORT CERTIFICATION MANUAL (ACM) TO FAR 139 REQUIREMENTS

Relevant AC: 150/5210-22 and 150/5210-18
Regulations: FAR 139 and TSAR 1542

EXPERIENCE. AviaEd has satisfied clients for seven years with its exceptional staff and ability to communicate safety and security issues orally and in writing to diverse audiences. This is represented by the clients we have addressed at airports, airlines and maintenance facilities; from management to line service workers.

We have developed, maintained, and evaluated training programs for airports and airlines. We know the history of where many communication programs have failed and make appropriate changes to create programs that reach today's audiences. Our programs are conducted, written and delivered so that learning transfer takes place in the classroom and can be reinforced on the job.

Not only our experience, but our ability to audit and track programs is a key service offered by AviaEd providing a methodical analysis which allow program success.

BACKGROUND. Recent changes in Federal Aviation Administration 49 CFR Part 139 and relevant circulars require that Key West International update and revise the airport certification manual and submit an airport approved manual for FAA approval. Provided that a currently approved copy of the ACM and all relevant information is provided by the airport in a timely manner and in the format requested, AviaEd will revise and update the Airport Certification Manual for submission to the FAA for approval. Our staff remain committed to completing the task and will advise and revise the ACM based on a first set of comments from the FAA during the approval process and additional comment sessions if deemed necessary.

AviaEd Proposed Responsibilities:

- The Airport Certification Manual will be revised and developed to include the requirements set forth in 14 CFR Part 139 and other guidance documents with specific data from the Airport.
- Assist in and be available for an initial presentation of the ACM to the FAA ADO with responsibility for the Airport at the meeting date to be determined.
- Additional requested revisions may affect the cost of this proposal.
- If requested to write procedures or programs in addition to the ACM a separate agreement will be made for such services.

Deliverable Items

- One original electronic initial ACM for revisions to be made by the Airport.
- One original (initial draft) for submission to the FAA for comment and one hard copy for review by the Airport.
 - The ACM submitted to the FAA for comment will be revised based on a first set of comments from the FAA during the approval process.
- One original for final FAA approval, one hard copy, and one electronic CD-Rom copy for retention by the Airport.
 - Expected Hours of Billable Work: 291

URS and Key West International Airport Proposed Responsibilities:

- All necessary information as required to develop the ACM will be made available in hardcopy and electronic copy to AviaEd. This may include but not limited to copies of the current approved ACM, any draft ACM versions, and diagrams of airport perimeter, airport layout maps, and emergency response providers, contractors providing services to the airport, FAA inspection reports, and additional information.
- Will allow access to review copies of existing operational procedures and provisions in the airport general operations manual.
- Initial introduction, orientation, and access to the airport facilities and its key decision-making personnel, FAA liaison personnel with authority to implement and approve the provisions of the ACM being drafted by AviaEd.

Proposed Joint Responsibilities:

- AviaEd, URS and Airport personnel agree to communicate via telephone and/or fax on the progress being made toward the meeting with FAA at the date to be determined for submission of the ACM.
- A timeline for completion will be determined upon the acceptance of this proposal.

We appreciate the opportunity to answer any questions and look forward to developing the programs and estimate the following level of effort.

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- SSI™ AIRFIELD DRIVER TRAINING MODULE – AOA movement and/or non-movement areas to provide for:
 - Initial Training (1 hour of instruction, testing and documentation)
 - Interactive courseware – under six months to develop and implement
 - Expected Hours of Billable Work: 336
 - Recurrent Training (1/2 hour of instruction, testing and documentation) Interactive courseware (if required at additional cost) – two months to develop and implement
- HARDWARE INSTALLATION – (if required at additional cost)
 - Site Survey – two weeks
 - Preliminary Design – two weeks
 - Installation – one month

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